

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—! for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling Section.									
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE							
Application Date	State Law DeptHighway Division 132 State Judicial Building	Application Number 82-538							
Application Number	40 Capitol Square, S.W. Atlanta, GA 30334	Date Received Date Completed SEP 1 1982 OCT 2 5 1982							
2. Person to Contact	Working Title	Telephone Number							
Joyce Duckett	Division Head Secreta	ry 656-3364							
3. Action Requested a.									
c. Amend Application No. Check One: Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different)									
Earliest Latest	Highway Division - County Files								
1979 Current	nighway bivision = councy frica								
	Mhat is the function of the Division and the Office in	which this record series is created?							
Transportation. This includes property acquisition; contract preparation, examination and, where necessary, litigation; representation in suits brought by or against the DOT; and recovery of compensation for damage arising from the unauthorized use of the State Highway System. The division participates in contract negotiation between the DOT and various Federal and State agencies to accomplish the coordination necessary among such agencies. It also prepares or examines hundreds of deeds, leases, easements and other legal documents for the DOT. The division also is counsel to all State departments and authorities on matters related to construction activities, including the preparation or examination of contracts and the negotiation or litigation of disputes arising out of construction contracts.									
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining reference copies of documents submitted for informational purposes by deputies under contract by the Department of Law to handle Department of Transportation matters in counties.									
Included are: Corres	pondence, pleadings, notices, forms	, orders, judgments, etc.							
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File is arranged: Alphabetically by county.									
8. Monthly Reference Rate How often are records referred to which are:									
One to six months old $\frac{20}{}$; Seven to twelve months old $\frac{20}{}$; Thirteen to twenty-four months old $\frac{5}{}$;									
twenty-five months and older2?									
9. Annual Rate of Accumulation of Records									
Letter-size drawers; Legal-size drawers; Shelves; Other (specify)2 boxes									
AP. 50 71. Do. 76									

YES	NO	10. Questionnaire	(Place an "X"	in the proper co	umn)			
Х		a. Is this the official copy of the series? If not, where is it?						
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Attorney-Client Privileged Information						
7	X	c. Is this a vital re	cord?	<u></u>		,		
<u>^</u>	X	d. Does this series				1		
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?						
	Х	f. Is the information contained in this series ever published? If yes, attach copy.						
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.						
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Complete case file in attorney's office						
	X	i. Is this series (o	r a major portio	n of it) regularly r	nicrofilmed?			
	X	1 1. Does the reserve series result in a company printed to						
11. Retention Requirements The following requires the series to be kept:								
i 	a Sta	te Law		years.	d. Audit period		Moore	
		tute of limitation		years.	e. Administrativ	e need 3	years.	
		deral law		years.	·		years.	
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	Attach copy or excert of laws or regulations. Explain administrative need. As questions arise about particular matters, it is often necessary to refer back to these files.							
	Howe	ever, 3 year	s is a su	fficient p	eriod to retain	n these for that p	ourpose.	
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12.	Appro	ved Disposition Insti				cut off at the end of each:		
			KJ (Calendar Year; L	Fiscal Year; L. Other _	<u> </u>	then,	
	Ж на	ld in the current file	t aroa	month(s) 1	year(s); then		·	
	Tra	ansfer to local holdin ansfer to State Recor	ds Center: hold	2year	(s): then			
		stroy.			***	•		
	☐ Tra	ansfer to State Archi	ves for permane	nt retention.			-	
	□ Ot	her <i>(Specify)</i>				Carlotte Control	=	
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}	The	instructions apply to	م علامتنم مصطلا	Marina anni marilast -	ne of the series			
	THESE	instructions apply to	o all prior and it	iture accumulatio	as of the series.			
Age	ncy He	ead/Designee (Signa	ture)	Date	Records Management Of	fficer (Signature)	Date	
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					State Records C	ommittee (Signature)	Date	
		ndations in para- ire approved.	State Audi	itor/Designee	hunds	Luck	10-18-8-	
	disappr xplana	oved, attach letter ation.)	Megratary of	State/Designee	Edward Weed	/M	10/14/42	
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•			I Attorney Ge	eneral/Designee		1. 11 1-	1/4 · 24 - 45-21	